

GUAM GIRL SCOUTS

EMPLOYEE PROCEDURES

- Employees have been informed and are encouraged to self-monitor for signs or symptoms of COVID-19 prior to reporting to work.
- Before entering the workplace, employees showing flu-like symptoms must immediately inform management and will be sent home.
- As employee enters, body temperature will be taken and those with temperature at 100.4 degrees Fahrenheit or above will not be permitted to start work and will be sent home.
- Employees must wear face masks at all times during hours of operation.
- Employees are to use designated hand washing sinks before and after every customer transaction.
- Employees must sanitize high-touch areas at the beginning and end of each work day, as well as during the workday, as needed.
- With a current staff of just 2 employees, teleworking and staggered in-office work schedules are encouraged.

RETAIL OPERATIONS

- Only Curbside Pick-Up is available at this time.
- Customers will call in or email the Girl Scout uniform items they'd like to purchase. An invoice and link for online payment will be emailed to them by Staff.
- Once payment is received, customer will be contacted and a curbside pick-up will be scheduled.
- Upon arrival, customers are to call our office and notify staff, remain in their vehicles, and pop open their trunks. Purchased items will be placed in the trunk of vehicle.

COVID POSITIVE EMPLOYEE

- Employee must immediately notify management.
- Management immediately notifies DPHSS, and will temporarily shutdown the facility. A cleaning company will be hired to do a deep cleaning/sanitizing of the entire workplace.
- Abide by DPHSS guidelines regarding this matter and re-open facilities when deemed safe to do so.

MEETINGS, ACTIVITIES AND EVENTS FOR TROOPS, SERVICE UNITS AND COUNCIL

As we follow with the local guidelines of schools and universities, all In-Person meetings, activities and events for Troops, Service Units and Council are prohibited at this time. All Meetings, Activities and Events are to be conducted virtually until further notice.